

# Memorandum



**Date:** May 2, 2005

**To:** Department Directors

**From:** Marsha E. Jackman, Director  
Department of Business Development

A handwritten signature in black ink, reading "Marsha E. Jackman", written over the printed name in the "From:" field.

**Subject:** Small Business Enterprise Program Implementation

---

On April 19, 2005, the Board of County Commissioners (BCC) approved the implementation of Administrative Order 3-41 for the Small Business Enterprise Program (SBE) for the acquisition of commodities and services. As such, the Department of Business Development (DBD) is responsible for the review of solicitations to apply SBE measures, pre-award compliance reviews and post-award review and monitoring.

Commencing April 19<sup>th</sup>, there is a thirty day (30) period to allow for the implementation of the program. Accordingly, the Review Committee (RC) will begin consideration of solicitations greater than \$50,000 on the May 18<sup>th</sup>, RC Agenda. The deadline for submittal of projects for this agenda is May 9<sup>th</sup>. All contracts not awarded by May 19<sup>th</sup>, are subject to review for SBE measures.

Effective May 19<sup>th</sup>, for contracts up to \$50,000, departments shall solicit quotes from two (2) Micro Enterprise firms along with two (2) non-Micro Enterprise firms. Our website contains lists of certified firms, alphabetically by company name or by commodity code. The direct link, [http://www.miamidade.gov/dbd/reports\\_cert\\_lists.asp](http://www.miamidade.gov/dbd/reports_cert_lists.asp) gives access to SBE and Micro Enterprise certification lists.

For your convenience, SBE program documents, including participation provisions are available at <http://www.miamidade.gov/dbd/forms.asp>. Additionally, users may access a site prepared for departments that provides important program instructions and DBD staff contact information at <http://www.miamidade.gov/dbd/procurement-sbe-instructions-to-departments.asp>. Please do not hesitate to contact us for assistance.